

NZQA Information Sheet

Financial assistance for National Secondary School Qualifications

Who can apply for financial assistance?

Financial assistance is available to assist with the payment of entry fees for National Secondary Schools qualifications. To be eligible to apply you must be the fee-payer and meet at least one of the following criteria:

- be receiving a Work and Income or Study Link benefit (**benefit-based applications**)
- have a joint family¹ income that would entitle you to receive a Community Services Card (**income-based applications**)
- be a fee-payer with two or more children who are candidates, irrespective of family income (**multiple candidate applications**), where the total fees you would have to pay would otherwise be more than the \$200 multiple candidate maximum.

You cannot claim financial assistance for international fee-paying students.

How do I apply for financial assistance?

Complete one application form for all members of your family¹ for whom you are seeking financial assistance. Forms are available from schools or from the “For Learners” section of the NZQA website: www.nzqa.govt.nz/for-learners

Send the completed form to the school that you have listed on the form. If your application covers more than one candidate, send the form to the school of the first candidate you have listed. That school will process your application. If you are the fee-payer for candidates attending different schools, the first school will send it on to those schools for you. Your school will tell you the date to return the form to them for processing.

Which sections do I complete on the form?

You must complete Sections A and B, giving both your full details and those of the members of your family¹ for whom you are seeking financial assistance. It is important to write the National Student Number/s (NSN) for candidates in the space provided, and to sign the declaration at the bottom of the form.

Complete only **one** of sections C, D or E depending on your circumstance as follows:

Section C – Complete this section if you are receiving a Work and Income or Study Link benefit. Enter your benefit number in the space provided.

Section D – Complete this section if you are not receiving a benefit but you have a gross family income that would entitle you to receive a Community Services Card. Indicate in the space provided that you are eligible to receive financial assistance or enter your Community Services Card number. You must sign the declaration at the bottom of the form and be prepared to provide evidence of your income to support your application.

Section E – Complete this section if you do not qualify in the above categories but have two or more children² studying for National Secondary School qualifications and would otherwise be paying more than \$200 in fees.

¹ “Family” is defined as parents (or legal guardians) and their children.

² Candidates will pay \$75 except if they enter for more than three Scholarship subjects or are international fee-paying students. This means that most fee payers with two candidates assessed against NQF standards this year will not be eligible for multiple candidate financial assistance.

What if I don't know the National Student Number (NSN)?

All secondary candidates for national qualifications will be notified of their NSN in June. You must write the NSN in the space provided on the application form. If candidates have been assessed against NQF standards in the past their NSN will be on their Result Notice, Record of Achievement or Certificates issued by NZQA. If you can not find your child's NSN please contact the school.

What are the income thresholds for entitlement to a Community Services Card?

Family Size¹	Income Limits (Before tax) From 1 April 2010
2 person family (1 parent with 1 child)	\$45,078
3 person family	\$54,589
4 person family	\$62,154
5 person family	\$69,563
6 person family	\$77,843
For families of 7 or more, the income limits increase by \$7,295 for each additional person	

When are applications due from fee-payers?

Your completed application must be sent to the first school listed on your application form. Contact this school to find out when they require the completed form for processing. **Schools must send all applications to NZQA by 1 September.** If you miss your school's deadline for processing applications, you risk having to pay full fees and the \$50 late fee.

When will I know if my application has been approved?

Your school is responsible for approving your application. You can assume it has been approved unless your school contacts you advising you otherwise.

How much will I need to pay?

	I am eligible for beneficiary or income-based assistance	I am not eligible for beneficiary or income-based assistance
I am paying for one child who is a candidate	\$20.00	Full fees (\$75.00 for NQF and 3 Scholarship subjects)
I am paying for two or more children who are candidates	A maximum of \$30.00 per family. ¹	Where fees are payable for more than one candidate, a maximum of \$100.00 per child and \$200.00 per fee-payer. ²

Need more information?

If you need more information on how to apply for financial assistance please contact your school.

¹ "Family" is defined as parents (or legal guardians) and their children.

² Candidates will pay \$75 except if they enter for more than three Scholarship subjects or are international fee-paying students. This means that most fee payers with two candidates assessed against NQF standards this year will not be eligible for multiple candidate financial assistance.

APPLICATION FOR FINANCIAL ASSISTANCE (2010)

For National Secondary School Qualifications

Schools must send all applications to NZQA by 1 September 2010.

Section A: APPLICANT DETAILS (Fee-payer is the Parent or Caregiver)		Application number – Office use only									
Name	<input type="text"/>	<input type="text"/>									
	First Name	Surname									
Address	<input type="text"/>										
	<input type="text"/>										
	<input type="text"/>										

Section B: CANDIDATE DETAILS				
Complete this section for all members of your family ¹ for whom you are applying for financial assistance. Financial assistance is not available for foreign fee-paying students.				
First Name	Surname	School	Date of Birth	NSN ²
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Complete only one of the following sections, sign the declaration and send to the first school listed above:

Section C: BENEFICIARY-BASED APPLICATION	
Complete this section if you are applying for financial assistance on the basis that you receive a Work and Income or Study Link benefit as your main source of income. Note that an administration fee of \$20.00 per candidate or \$30.00 per family is still payable.	
Write your benefit number here	⇒ <input type="text"/>

Section D: INCOME-BASED APPLICATION	
Complete this section if you are not receiving a benefit but you are applying for financial assistance on the basis that your joint family income is below the levels set for receiving the Community Services Card. Note that an administration fee of \$20.00 per candidate or \$30.00 per family is still payable.	
If your joint family income would qualify you to receive a card indicate here	⇒ <input type="text"/> (✓)
If applicable write your Community Services Card number here	⇒ <input type="text"/>

Section E: MULTIPLE CANDIDATE APPLICATION ³	
Complete this section if you do not qualify for beneficiary or income based financial assistance but you are applying on the basis that you have two or more candidates undertaking senior secondary school qualifications, and would otherwise be paying more than \$200 in fees.	
Indicate here if you wish to apply for multiple candidate assistance	⇒ <input type="text"/> (✓)

DECLARATION:	
I declare that the information provided above is correct and that I am eligible to apply for financial assistance. I further agree to provide NZQA evidence of my income if requested and agree to advise NZQA in writing of any change in circumstance that would render this application invalid.	
Signed	<input type="text"/>
Date	<input type="text"/>

¹ Refer to the information sheet for the definition of a “family” for the purposes of claiming beneficiary or income-based financial assistance. ² You must provide the National Student Number (NSN) for each candidate before financial assistance can be approved. Refer to the information sheet for details on how to obtain this number. ³ Refer to the information sheet for clarification.